DOI Work Activity 81: Acquire IT Investments

Program Area:	Indirect Cost
End Outcome Goal:	Not applicable
Intermediate Outcome:	Not applicable
DOI Sub process:	5b - Sustain Organizations

Examples/Notes:

Work Activity Description: Acquire IT Investments (DOI Work Activity 81) is used to report on an IT investment's *full acquisition.* Related costs include the procurement and implementation of an IT investment or useful segment/module. Reporting for this activity occurs after initial planning activities are complete, bureau and DOI Capital Planning and Investment Control (CPIC) processes select and approve the proposed technical approach, project (investment) plans and establishes the baseline cost, schedule and performance goals for this phase of an IT investment **and before systems are accepted for operation and maintenance.**

Reporting under this activity correlates to **the acquisition component of** the IT investment Development/ Modernization/Enhancement reporting **for individual investments, systems, or projects planned in the Exhibit 300 and parts 1, 2 or 4 of the Exhibit 53** and the Control and Evaluation Phases of the Capital Planning and Investment Control Process.

Use **Acquire IT Investments (DOI Work Activity 81)** for:
- Integrated Project Team (IPT) costs directly related to acquisition, development, and installation of this investment
- Finalizing the Cost Benefit analysis (CBA/BCA) initially reported under **Plan IT Investments (DOI Work Activity 80)**
- Detailed technical user requirements analysis and logical and physical design activities
- Development of a software application and incremental reviews
- User acceptance, functionality, and interoperability testing
- Developing implementation procedures
- Creating and distributing system and user documentation
- Purchasing and installing needed hardware, software, supplies and services including upgrades and enhancements
- Developing and testing training procedures
- Installing hardware and software needed to implement system
- Planning, coordinating, scheduling, and conducting initial training of users, administrators, customers, and stakeholders for operation, use and maintenance
- Data conversion into new systems

This work activity includes the Integrated Project Team (IPT) FTE, both government and contractor personnel performing work in this activity, and the supervision and management of these functions, administrative training and meetings for employees performing these functions, and general administrative support staff typically doing local office support for employees performing these functions.

This work activity is NOT to be used to report CPIC or project management program costs that are to be reported under DOI Work Activity 85 – Perform Capital Planning and Project Management. Do not use this program element for costs planned in part 3 of the Exhibit 53.

All aspects of acquisition for IT Security are to be reported under DOI Work Activity 83 - Secure IT.

Output: NA	Unit of Measure: NA
Inputs:	Cost Drivers:

System Interfaces:

DOI Program Area Contact: Ron Shepherd (OS/OCIO)